



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
Headquarters 352d Civil Affairs Command
6601 Baltimore Ave
Riverdale Park, Maryland 20737

S: 20 February 2004
24 November 2003

AOCP-CAC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of Nominative Command Sergeant Major (CSM) Position
Vacancy

1. The purpose of this memorandum is to announce a nominative CSM position, identified below. Only current CSMs and SGMs with reappointment rights may apply. **Interested CSM's must ensure that their command will approve a transfer request prior to submitting an application for consideration and that their transfer request has been approved prior to submission.**

The 352nd Civil Affairs Command, UIC WYBJAA. The selected CSM will begin duties on or about 01 March 2004. The command is located in Riverdale, Maryland.

2. The incumbent will serve as the Command Sergeant Major for the Commander, 352nd Civil Affairs Command. Serves as the principle advisor to the Commanding General and members of the Staff on all enlisted issues to include personnel, training and readiness posture. Must be able to work at the General level and above. Maintains liaison with the senior enlisted leadership throughout the Command, with higher headquarters and professional military associations.

3. The commander **desires** the following qualifications:

- a. Excellent management, leadership and communications skills.
- b. Be physically fit and able to promote the Army Physical Fitness Testing and Training programs. No P3 profiles that would prohibit mobilizing and deploying OCONUS.
- c. Meet height/weight standards of AR 600-9.
- d. Possess broad technical and operational knowledge of Enlisted Personnel Management; Army Training Management System; Enlisted Advancement and Promotion System; Retention and Incentive Programs; Non-Commissioned Officer Evaluation Report (NCOER) and Education Systems (NCOES); Army Reserve Qualitative Retention Program; and Command Sergeant Major Selection and Management Program.

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e. Must be available and willing to perform extensive duty and travel above the regularly scheduled IDT and AT.

f. Have served as a CSM at the Brigade level or higher.

g. Must have **completed** the Sergeants Major Academy.

h. Deployment experience as a CSM of a SOF unit.

i. Airborne qualified.

4. Submit an application packet containing the following listed documents. Assemble documents in a manila folder with tabs.

a. Current official photo. Less than one year old.

b. Biographical Summary. Utilize format shown in AR 135-205, figure 6-1. Do not include supporting documentation.

c. Certified copies of DA Form 2A and 2-1. The following will be entered in item 35, DA Form 2-1 and will be completed by the soldier: "I have reviewed the information contained herein and it is correct and complete", signature and date.

d. Certified copies of the last five NCOERs.

e. Certified copy of DA Form 705, APFT scorecard showing the results of the last three APFT's.

5. Submit applications to: CDR, 352nd Civil Affairs Command, 6601 Baltimore Ave, Attn: G-1 (LTC Webster), Riverdale Park, Maryland 20737, to arrive NLT **20 February 2003**.

6. If you need further assistance, please contact G-1, LTC Webster, 301-394-6013, email samuel.webster@soc.mil, or SFC Jeffries, 301-394-6015, email margie.jeffries@soc.mil.

FOR THE COMMANDER:

//original signed//
VERNON L. HARRIS
LTC, GS
CSSA